PTS Page 13 Procedures

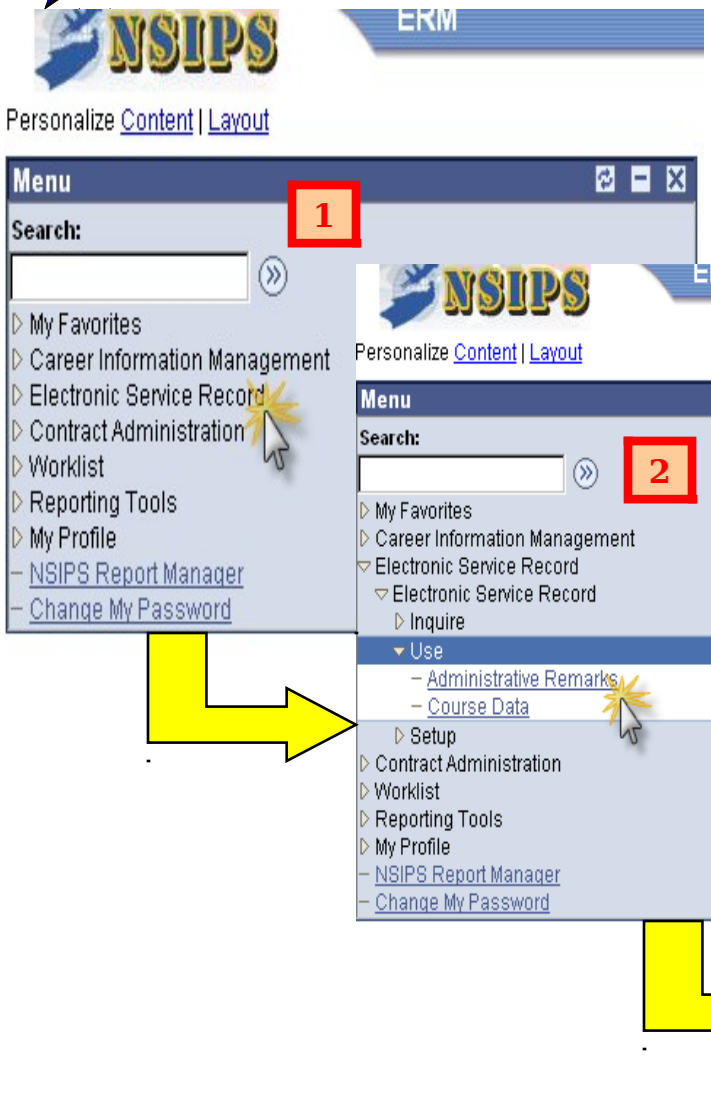
Center for Career Development

All screen shots were taken from the training server and contain no PII

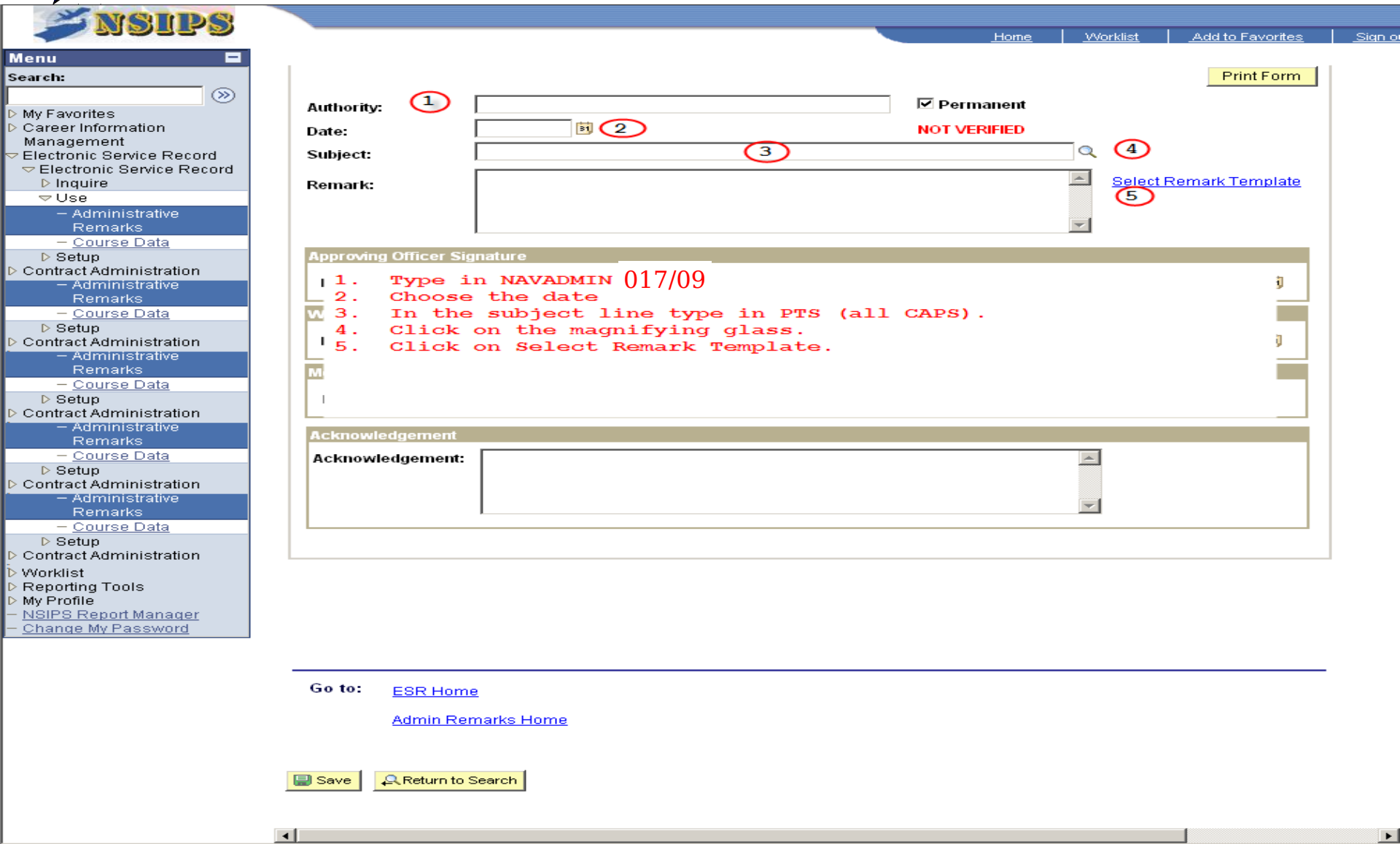
7 Jan 2009

Page 13 Procedures

1. **Log into CIMS and click on Electronic Service Record.**
2. **Click on Administrative Remarks.**
3. **Enter SSN and the click Search.**



Page 13 Procedures



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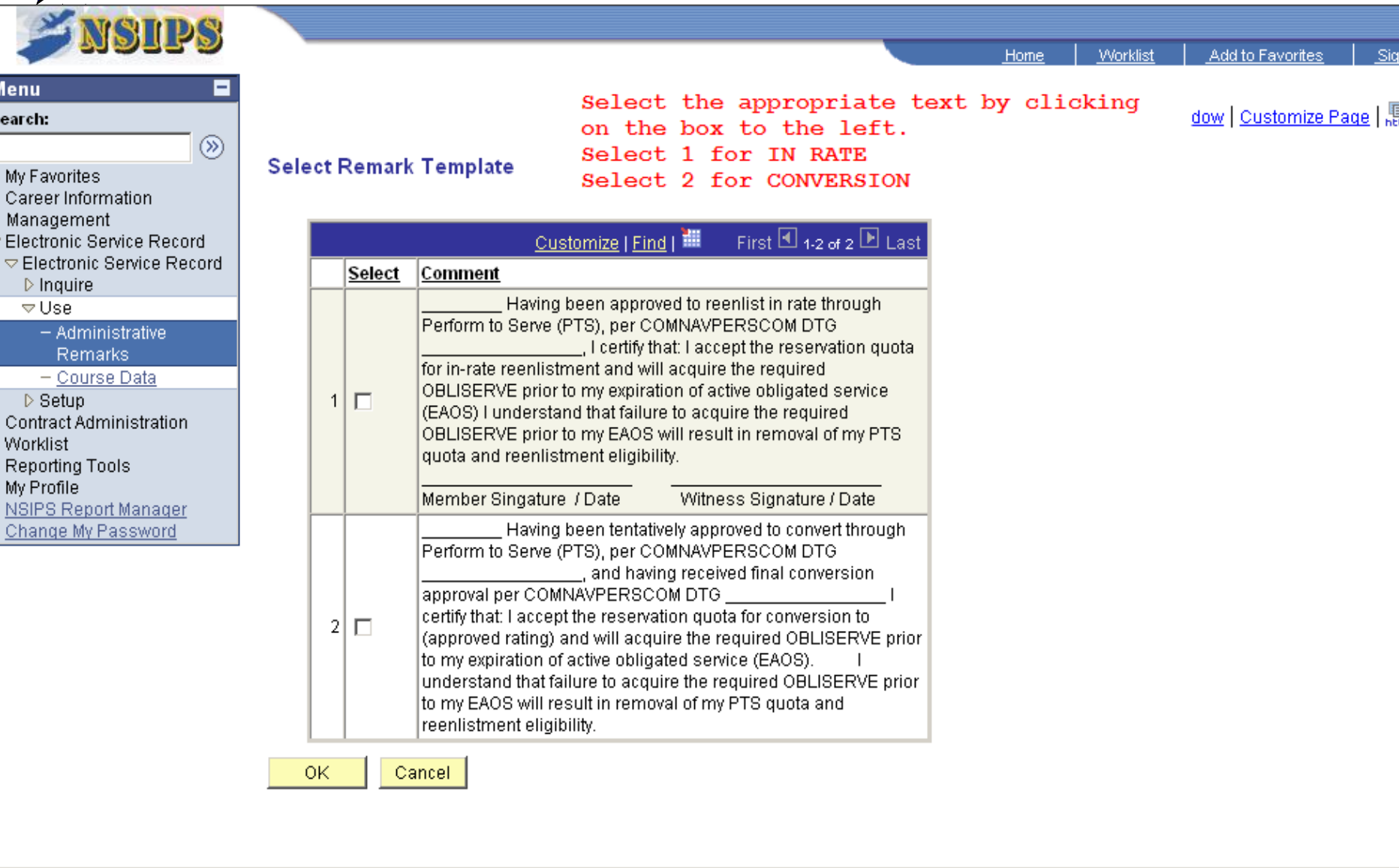
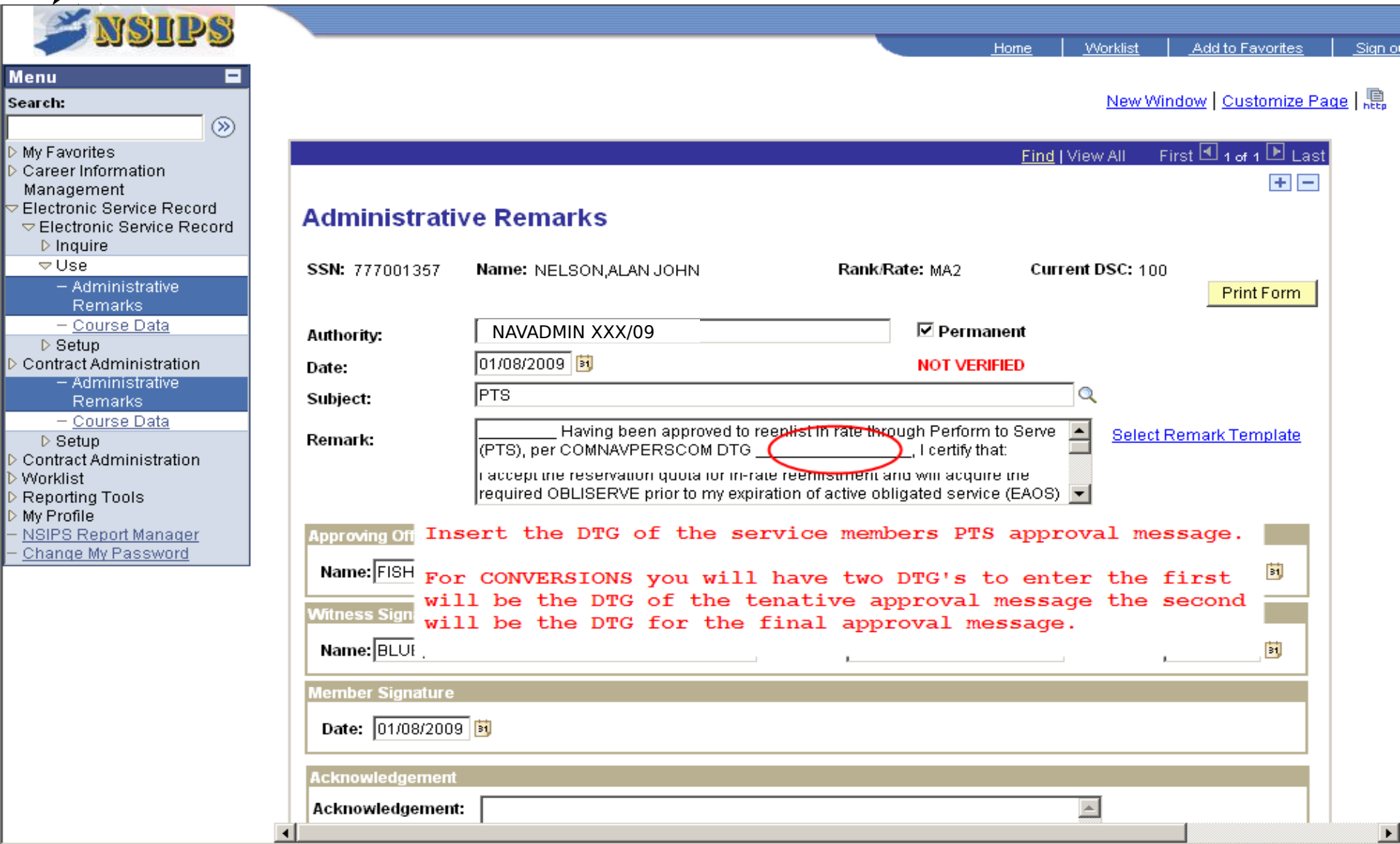

NSIPS
Home
Worklist
Add to Favorites
Menu
Search:
My Favorites
Career Information Management
Electronic Service Record
Electronic Service Record
Inquire
Use
Administrative Remarks
Course Data
Setup
Contract Administration
Worklist
Reporting Tools
My Profile
NSIPS Report Manager
Change My Password
Select the appropriate text by clicking on the box to the left.
Select 1 for IN RATE
Select 2 for CONVERSION
dow | Customize Page |
Select Remark Template
Customize | Find | First 1-2 of 2 Last
Select
Comment
1
_____ Having been approved to reenlist in rate through Perform to Serve (PTS), per COMNAVPERSCOM DTG _____, I certify that: I accept the reservation quota for in-rate reenlistment and will acquire the required OBLISERVE prior to my expiration of active obligated service (EAOS) I understand that failure to acquire the required OBLISERVE prior to my EAOS will result in removal of my PTS quota and reenlistment eligibility.
_____ _____
Member Singature / Date Witness Signature / Date
2
_____ Having been tentatively approved to convert through Perform to Serve (PTS), per COMNAVPERSCOM DTG _____, and having received final conversion approval per COMNAVPERSCOM DTG _____ I certify that: I accept the reservation quota for conversion to (approved rating) and will acquire the required OBLISERVE prior to my expiration of active obligated service (EAOS). I understand that failure to acquire the required OBLISERVE prior to my EAOS will result in removal of my PTS quota and reenlistment eligibility.
OK
Cancel

Page 13 Procedures



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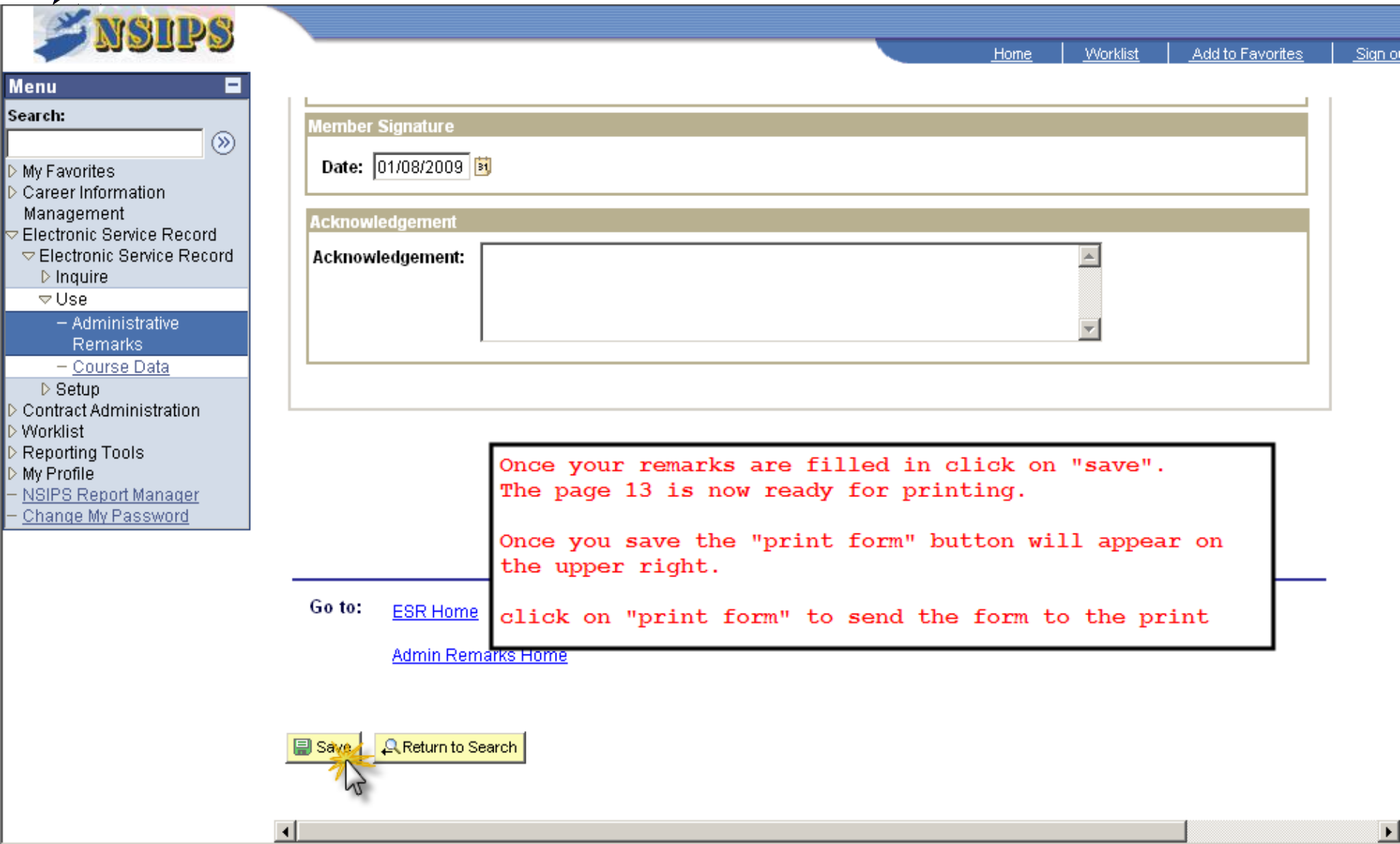

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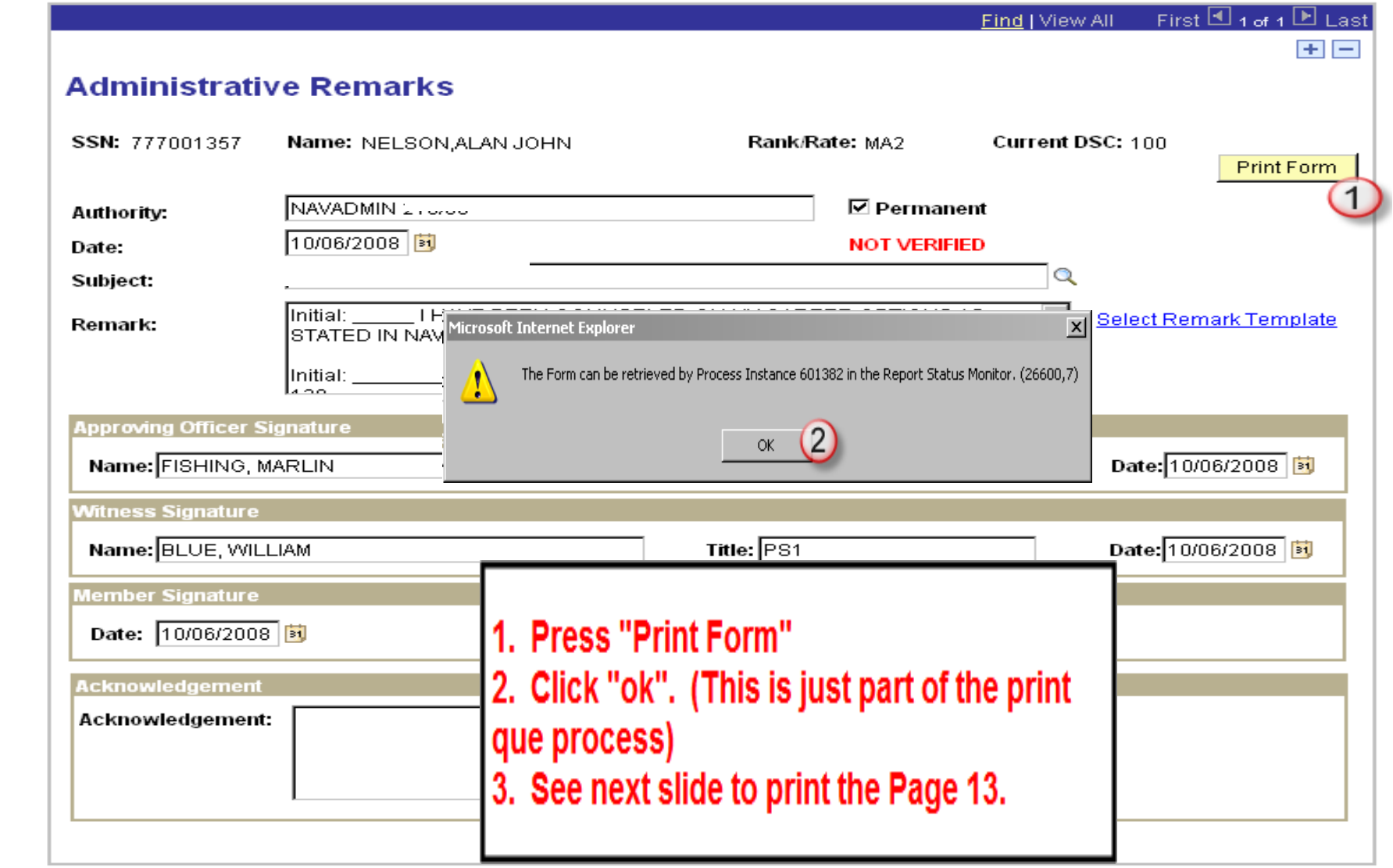

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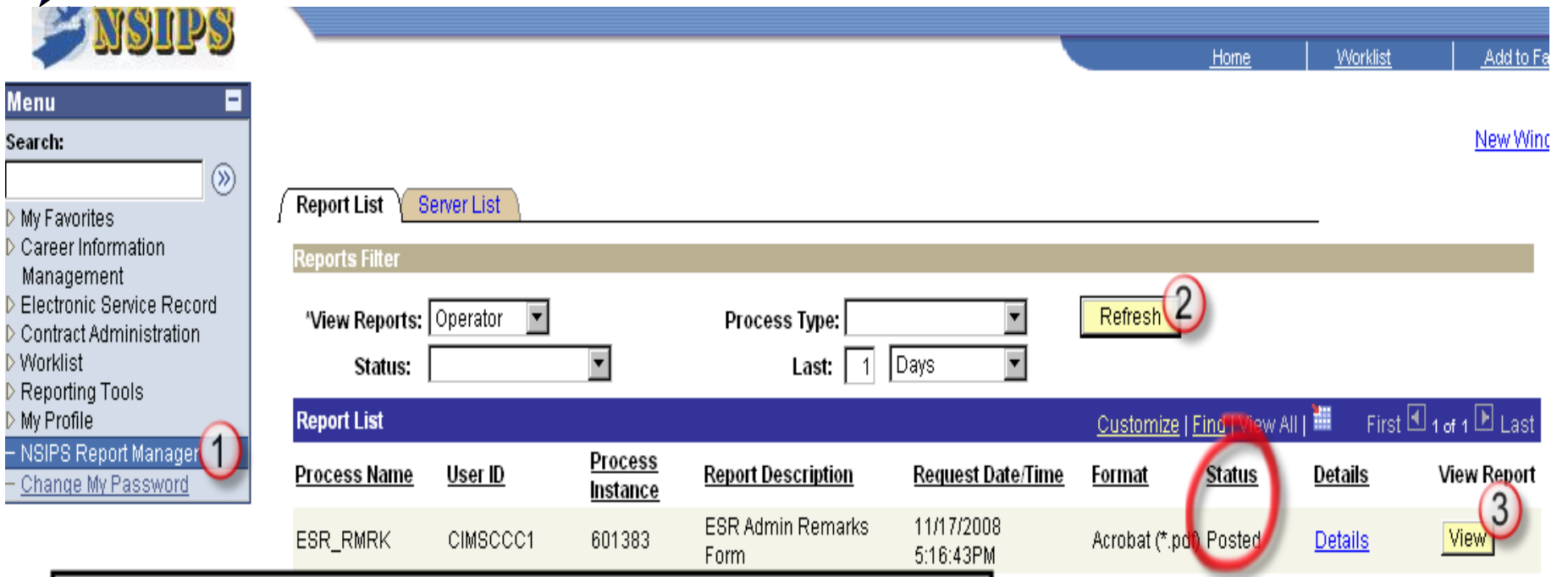

1. To print navigate to NSIPS Report Manager.
2. Click on "Refresh".
3. Click "View".

* Note: You will have to click on "Refresh" until the Status indicates "Posted".

Page 13 Procedures

Report Detail

Report

Report ID:	2750598	**Process Instance:**	601383	Message Log
Name:	ESR_RMRK	**Process Type:**	Crystal	
Run Status:	Success			

ESR Admin Remarks Form

Distribution Details

Distribution Node: NEDB **Expiration Date:** 11/24/2008

File List

Name	File Size (bytes)	Datetime Created
CRW_ESR_RMRK_601383.log	0	11/17/2008 5:17:14.000000PM CST
ESR_RMRK_601383.PDF	95,206	11/17/2008 5:17:14.000000PM CST
pssqltrace.trc	482	11/17/2008 5:17:14.000000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	CIMSCCC1

To view the Page 13 click on the file with the .PDF extension.

OK Cancel Refresh

Page 13 Procedures

ADMINISTRATIVE REMARKS
NAVPERS 1070/613

SHIP OR STATION: NAS NEW ORLEANS

SUBJECT: PTS

Permanent: Yes
Authority: NAVADMIN XXX/09

01/08/2009 Having been approved to reenlist in rate through Perform to Serve (PTS), per COMNAVPERSCOM DTG 051842Z DEC 08, I certify that:

I accept the reservation quota for in-rate reenlistment and will acquire the required OBLISERVE prior to my expiration of active obligated service (EAOS)

I understand that failure to acquire the required OBLISERVE prior to my EAOS will result in removal of my PTS quota and reenlistment eligibility.

_____ _____
Member Singature / Date Witness Signature / Date

FISHING, MARLIN
PSCS

1/8/2009

DALE ALLEN NELSON

Witnessed:

BLUE, WILLIAM
PS1

NAME (Last, First Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
NELSON,ALAN JOHN	777-00-1357	USN

Official NSIPS/ESR form printed this date 01/09/2009.

Page 13 Procedures

- **Verification of the page 13 MUST be completed by the servicing PSD/Personnel Office to become a part of the permanent ESR.**
- **If the page 13 has not been verified NPC will not be able to confirm compliance and member will be in danger of loosing PTS quota.**
  - **Refer to ESR Quick Guide page 97 for procedures**

- **For More information concerning Page 13 procedures:**
  - **Refer to ESR Quick Guide located on the NPC website at http://www.npc.navy.mil/CareerInfo/StayNavyTools/CIMS/**
    - ***Page 59 for entries***
    - ***Page 70 for printing***

Page 13 Procedures

- **Additional Information**
  - **NSIPS Help Desk nsipshelpdesk@navy.mil or**
    - ***Toll Free: 877-589-5991***
    - ***Comm: 504-697-5442***
    - ***DSN: 647-5442***
    - ***Fax: Comm: 504-697-3007/0342***
    - ***DSN: 647-3007/0342***